



LORI GLASGOW
EXECUTIVE OFFICER

COUNTY OF LOS ANGELES BOARD OF SUPERVISORS

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BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

16 October 25, 2016

LORI GLASGOW
EXECUTIVE OFFICER

October 25, 2016

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

RECOMMENDATION TO APPROVE AND EXECUTE AMENDMENTS TO EXTEND HEARING OFFICER SERVICES AGREEMENTS (ALL DISTRICTS) (3 VOTES)

SUBJECT

Request to approve and execute amendments to extend the current Civil Service Commission Hearing Officer Services agreements for up to one (1) year effective January 26, 2017.

IT IS RECOMMENDED THAT THE BOARD:

Approve and instruct the Executive Officer of the Board of Supervisors (Executive Officer) to execute amendments, in a substantially similar form to the attached amendment (Attachment A), to extend the term of the Civil Service Hearing Officer Master Agreement for six (6) months, followed by six (6) optional month-to-month extension periods with existing contractors, effective January 26, 2017, with the option to terminate for convenience if necessary.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

On April 26, 2016, the Board directed the Executive Officer and the Director of Human Resources, in consultation with County Counsel, to engage a consultant to review, analyze, and recommend, in writing, solutions to improve the overall County Civil Service Commission process. Furthermore, the Board directed: 1) the Executive Officer and County Counsel to review the terms and conditions of future contracts, including the current Request for Statement of Qualifications, for Commission Hearing Officers, including consideration of qualifications and training, 2) County Counsel to study the feasibility of establishing a Civil Service Division within the Office of the County Counsel and identify departments and/or types of cases recommended for in-house representation, and 3) the

Executive Officer, the Director of Human Resources, County Counsel and the consultant to report back to the Board jointly and in writing within 90 days with their findings and recommendations.

Based on initial findings, the existing solicitation for Civil Service Hearing Officers that was released on October 16, 2015 has been cancelled. The current Civil Service Hearing Officer Master Agreement expires January 25, 2017, once all option periods have been exercised. This request for a contract extension will allow time to conduct a new solicitation without disrupting service levels to the Civil Service Commission.

Implementation of Strategic Plan Goals

This action is consistent with the County's Strategic Plan Goal One, Operational Effectiveness/Fiscal Sustainability, by providing services in a timely and responsive manner.

FISCAL IMPACT/FINANCING

Rates are standardized for all contractors under the agreements and are used on an as-needed basis. Funding for this service is available in Board of Supervisors, Executive Offices' Fiscal Year 2016-17 Budget.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The County's Civil Service Commission (Commission) is a Charter-mandated, quasi-judicial body comprised of appointed private citizens who act as the appellate body for major disciplinary actions, discharges, suspensions in excess of five days, and discrimination complaints filed by County employees within the civil service system or applicants for County employment. The Commission has jurisdiction over allegations of discrimination in discipline or hiring for the classified service of the County.

On July 26, 2011, the Board of Supervisors approved a Master Agreement for Civil Service Commission Hearing Officer Services. The term of this Master Agreement, after all option periods are exercised, will end January 25, 2017.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Approval of this recommended action will not result in impact on the other current services or projects.

The Honorable Board of Supervisors

10/25/2016

Page 3

Respectfully submitted,

A handwritten signature in cursive script that reads "Lori Glasgow". The signature is written in a dark ink and is positioned above the printed name and title.

LORI GLASGOW

Executive Officer, Board of Supervisors

LG:AN:jv

Enclosures

c: Executive Officer, Board of Supervisors
Chief Executive Officer
County Counsel
Lawrence Crocker

**MASTER AGREEMENT
FOR CIVIL SERVICE COMMISSION
HEARING OFFICER SERVICES**

AGREEMENT NO. _____

AMENDMENT NO. 1

THIS AMENDMENT is made and entered into this _____ day of _____, 2016,

by and between

COUNTY OF LOS ANGELES,
(hereafter referred to as "County"),

and

(hereafter referred to as "Contractor")

Business Address:

RECITALS

WHEREAS, on July 26, 2011, the County entered into an agreement with _____ for Hearing Officer Services; and

WHEREAS, it is the intent of the parties hereto to extend the term of the agreement for hearing officer services; and

WHEREAS, the Agreement provides that changes may be made in the form of a written amendment which is formally approved and executed by the parties.

NOW, THEREFORE, in consideration of the mutual benefits derived therefrom, it is agreed between the parties that Agreement shall be amended as follows:

1. This Amendment shall become effective upon execution.
2. Section 4.0 **Term of Master Agreement**, Paragraph 4.2 shall be deleted in its entirety and replaced as follows:
 - 4.2 The County shall have the sole option to extend the Master Agreement term for up to two (2) additional one-year periods, one (1) additional six month period, and twelve (12) month-to-month extensions, for a maximum total Master Agreement term of six (6) years and six (6) months. Each such option and extension shall be exercised at the sole discretion of the Executive Officer of the Board of Supervisors or his/her designee as authorized by the Board of Supervisors. The Master Agreement will terminate on January 25, 2018, if all option periods are exercised.

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IN WITNESS WHEREOF, the parties hereto have executed this Amendment No 1 to Agreement
No. _____:

COUNTY OF LOS ANGELES

By _____
LORI GLASGOW
Executive Officer,
Board of Supervisors

CONTRACTOR

By: _____

APPROVED AS TO FORM
BY COUNTY COUNSEL

MARY C. WICKHAM

By _____
Deputy County Counsel